

FOUNDATION ENGLISH - 2

SECTION-B (WRITING)

WRITING SKILLS**PRACTICE QUESTIONS****LETTER WRITING**

1. Your uncle has presented a book to you on your birthday. It is related with the art of living. Pointing out the usefulness of the book in life, write a letter in about 150 words thanking your uncle for sending this valuable gift. You are Navin / Nalini living at 250, Rajdhani Enclave, Baroda.
2. You are Arun living at 75, New Colony, Faridabad. Write a letter to your brother telling him about an interesting weekend that you spent at your friend's house.
3. You are Nikita, a resident of 721 Harbour Coast, Goa. Write a letter to your grandfather congratulating him on his eightieth birthday.
4. Write a letter to your Principal, requesting him to provide water coolers for the students in the school. You are Anupam / Anupama, School Captain of Modern Public School, Kanpur.
5. Write a letter to the Principal of your school, XYZ, New Delhi, requesting him to exempt you from games for about one month. Give reasons.
6. You are Rajan Mishra, living at D-203, Safdarjung Road, Delhi. The footpaths of this place are being occupied by cycle dealers and transporters. Write a letter to the Municipal Commissioner, Delhi, requesting him to get the footpaths cleared.
7. You are Amar Budhwar, a social worker. You have read an article on child labour. You want to voice your concern and create general awareness about the difficulties such children face. Write a letter in about 150 words to the editor of a leading newspaper with the help of information given below :
 - a boy kept under lock and key for 20 days as a punishment after his brother escaped from a carpet making factory.
 - Indian government figures – 40,000 children work on carpet looms.
 - child workers rescued from a carpet factory.
 - carpet export suffers due to Govt. Act (1986) on child labour.
 - also suggest measures to solve the problems of such children.
8. You are Vimla living at 15, Bapu Bazar, Udaipur. Write a letter to the sub-divisional officer, BSNL, Udaipur, regarding frequent telephone disorders.
9. Imagine that you are Geet living in Ajmer. Write an application to the Secretary, Board of Secondary Education, Rajasthan, Ajmer to issue you a duplicate copy of marksheet.
10. You are Ramkumar living in Jaipur. Your firm, Navdeep, deals in readymade garments. Write a letter to J. B. Sons, New Delhi a wholesaler of readymade garments asking for quotations for readymade garments and their terms regarding payment and delivery and rate of discount.

STORY WRITING

1. You encountered two strange people. They were different from normal human beings but they were exciting and quite interesting. As Manas, write a story narrating your experience with them.



2. Read the beginning of the story given below and complete it in 150-200 words. Give the story a suitable title.
- A man of 92 years, short, very well presented who takes great care of his appearance, is moving into an old people's home today. His 70 years old wife has recently died, and he is forced to leave his home. After waiting several hours in the retirement home lobby, he gently smiles as he is told that his room is ready. As he slowly walks to the elevator,
3. Meeta started writing a story, but after some time she could not complete it as she lost interest. Complete her story on the basis of the beginning given below:
- "There was a forest. Beyond that there was a vast sandy area, a big desert. Two persons, husband and his wife were walking on this hot sand. The woman had a small infant in her hand. Suddenly from somewhere an eagle flew over them and". Give a title to the story too). (150-200 words)
4. I was walking with my dog last night, when I saw a strange light. I wondered if it could be a UFO. Complete the story in about 150-200 words using the hints below, and your own ideas.

Hints :

- strange light in the sky
 - a large flying saucer
 - alien creatures
 - strange features
 - suspicious moments
 - your reaction
5. On the basis of the clues given below, write a short story in about 150-200 words.
- Mr. Chatterjee — rich man — his darling grandson fell sick — engaged best doctors — post operation medicines not available — searched for the drug — result negative — went to Mother Teresa's ashram — Mother looked into his eyes — helpless state — poorest of the poor — Money couldn't help — Mother helped — paid thanks.

6. I peeked at my watch. It was exactly 12 midnight. I had missed the last bus home and hence I had walked for almost an hour. Thank God ! Home was just a few kilometres away. Suddenly
Complete the story in any suitable way in about 150-200 words. Give a suitable title to your story.
7. It was a bright day and you were reading a book in your lawn. Suddenly a man threw a bag in your garden and ran away. You called him out but
Complete the story in about 150-200 words. Give a suitable title to your story.
8. You are Mohit / Monika. Everyday while going to school you see some rag pickers digging in the garbage. You get a chance to talk to one of them. Write a story about him in 150-200 words.
9. Develop a story in about 150-200 words using the following hints. Also give a suitable title.
Hints : R. P. Mann — a major in the Army — war — hit by bullets — hospital — right leg amputated — no family support — did not lose courage — artificial limbs — struggled — succeeded.
10. Turtles live for around 100 years. Human being rarely live beyond 85 years. Turtles are the only animals that have longer life than human beings.
Peter, the Turtle is a hundred years old today. But he is not happy. Imagine his past and write a story about his varied experiences.

ARTICLE WRITING

Answer the following questions. (Word limit : 100-150 words)

1. You are Sakshi / Rajat. You want to take admission in one of the best schools in Shimla. You scored the highest marks in the entrance test yet were denied admission. The seat was offered to the candidate who paid one lakh as "Donation". Write an article with the help of following clues. :
— corruption seen in every field — diminishing the moral traditional values — leads to frustration — encouraging wrong cultural traits and bad habits.
2. Gender roles are changing at work and home in today's times. Men and women alike are challenging traditional gender roles and expecting to share in paid work as well as tending the household and children. Write an article in about 100-150 words for your school magazine on the changing gender roles in India.
3. You are Rajat / Radhika. You happened to read these lines in a newspaper.
Gone are the days when India had a teeming tiger population of 50,000. According to the latest census, there are only 1706 tigers left in the country ... Is tourism disturbing our big cats? Should tourism be banned in the core areas of our tiger reserves?"
4. You happen to visit an orphanage and are greatly distressed to see how small children are kept in it and not well treated. You decide to write an article on 'Running an orphanage and helping the orphans to grow naturally'. Write this article based on this visit and your own ideas, in about 100-150 words.

5. Every year thousands of people die due to natural calamities like floods, earthquakes etc. Write an article in 100-150 words on the 'Importance of being Prepared of Disasters'.
6. Ramita, a girl of 18 years, your neighbour's daughter, was teased publicly by a male co-passenger while she was coming back home from her college in a city bus. In her embarrassing situation none of the passengers in the bus came forward to help her. Ramita was very upset and took sleeping pills during the night. She was rushed to hospital. Write an article in about 100-150 words for a fortnightly journal on 'Safety and Protection of Girls in our Country'.
7. You have been requested to write an article for a popular health magazine on 'Compulsory Health Education and Mental Planning Courses in Schools'. As Aditya / Aarthi, write the article in about 100-150 words.
8. Read the following extract from an article in a magazine and then using your own ideas as well, write an article for your school magazine on "The Delight and Usefulness of Walking" in about 100-150 words.
Walking has its own delight. Sadly, in India walking is associated with deprivation and poverty. "If you have a car, why walk?" asked the professor, revving up his car for the few metres from his house to the college building. Pavements and pedestrians get second class treatment.
9. Sumit's dairy has the following notes. Based on these notes, together with your own ideas, write an article on 'Child Labour –A Real Abuse to Humanity' in about 100-150 words.
10. Education policies in schools today are student-friendly. Now, move is on to do away with school uniforms. You are Anamika / Anand studying in a Kendriya Vidyalaya. Write an article on "Uniforms are Essential in Schools" using the inputs given and your won ideas.

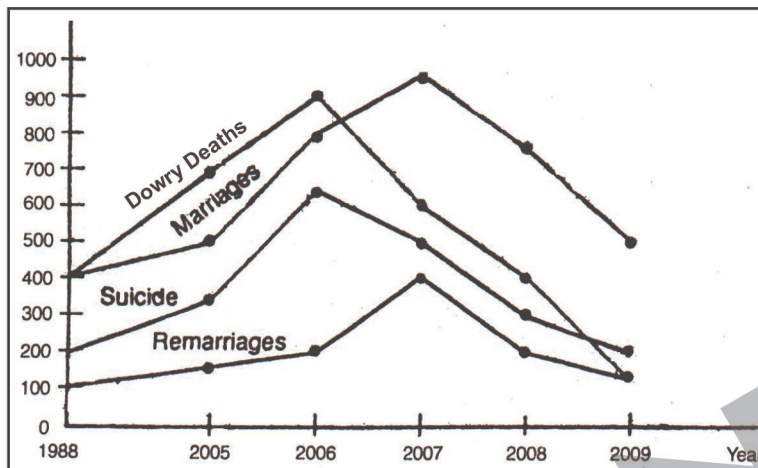
Hints :

- Uniform helps in identification.
- Maintains uniformity, no disparity among students
- School a place where there is no class distinction.
- A cause for distraction.
- Students from various strata of society cannot afford new dresses every day.
- Uniform helps in identifying schools, it's brand name.

DATA INTERPRETATION

SAMPLE - 1

1. Given below is the data about the deaths caused by dowry demands in Rohtak during last five years. Using this information, write a short paragraph in about 80 words.



Ans. ANTI-DOWRY

Dowry System is a slur on the fair name of our society. Many a young bride has to sacrifice her life at the altar of Dowry, the 'goddess' of Evil. Maximum marriages were solemnised in the year 2007 during the 6 years from 2004 to 2009, in our city. The maximum number of brides who were burnt for bringing insufficient dowry was 850 in 2006. Since then, this figure fell steadily and it was 150 in the year 2009. Those who were led to commit suicide because of dowry were 600 in 2006. This figure, too steadily fell to 200 by the year 2009. This decline in the number of deaths due to dowry was, perhaps, due to stringent measures taken by the government as well as women's organisations. This is a healthy sign.

SAMPLE - 2

Priyanka conducted a survey to find out how teenagers spend their free time. Based on the findings given below, write a short composition titled 'Teenagers and their pursuits' along with your ideas and conclusion in 80 words.

| No. | Nature of Activity | Time Spent |
|-----|---------------------------------|------------|
| 1. | Watching sports on TV | 10% |
| 2. | Watching movies, serials on TV | 40% |
| 3. | Playing outdoor games | 5% |
| 4. | Reading | 25% |
| 5. | Talking to friends on telephone | 15% |
| 6. | Hobbies | 5% |

Based on the findings of his survey along with his ideas and conclusions. Salim writes a report on the topic "Teenagers and their pursuits"

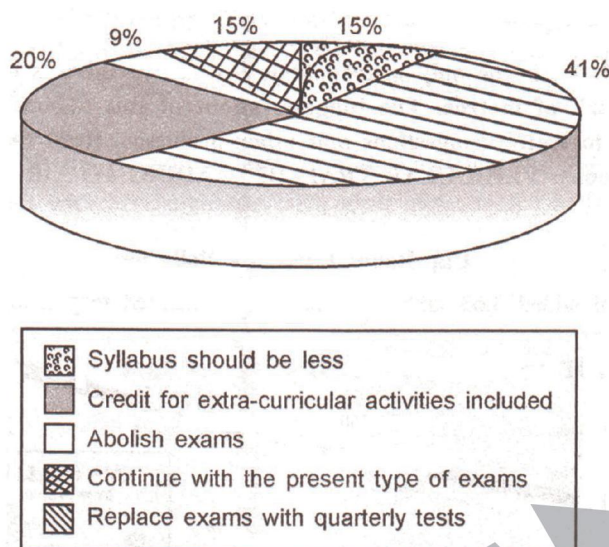
Ans.

Teenagers and Their Pursuits

The survey, which was conducted recently presents a gloomy picture, since teenagers (40%) are spending their maximum time glued to the 'idiot box' watching serials, which are harmful. Sports appears to have taken a backseat, since only 10% are watching sports and only 5% are playing outdoors maybe due to lack of playgrounds. Hardly any spare time is kept for creative pursuits and hobbies. The craze is to talk to friends on mobile or telephone. The silver lining is that at least 25% teenagers are reading books, newspapers and are utilising their time meaningfully.

SAMPLE - 3

A survey was conducted by students of Golden Era Public School regarding the importance of Examinations, from classes VIII-XI Std. Based on the information given below, write a short composition of 80 words, titled-"Examinations- —with a Difference".



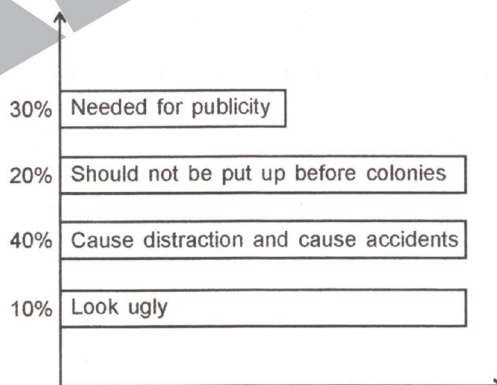
Ans.

Examinations — With a Difference

Examinations have always meant stress and strain for students as well as their parents. A large majority of students (41% according to a survey) believe that exams should be replaced by quarterly tests. Twenty percent believe a child's result should not be based on annual exams only but also on extra curricular activities included in the school curriculum. Only 15% believe in the benefits of present day exam system. Some have no faith in them and want them to be abolished forthwith. They only form nine percent of the survey. Some think (15%) that reducing the syllabus would help. There is no consensus but some change is definitely required.

SAMPLE - 4

Ankit finds that wherever he goes, there are advertisements pasted on hoardings. He conducts a survey and comes up with the findings given below. Write a short composition of 80 words on the topic "Hoardings—A Boon or a Bane?"



Ans. **Hoardings : A Boon or a Bane?**

Wherever you turn you find a hoarding staring you in the face. It could be for a soap, for a cane, for a bank loan, or for a flat in an upmarket place. We all agree that there is a need for publicity, for making the public aware of a new product. Without publicity, the consumer will not know about a new product. But do we need huge hoardings? Do we need them at road crossings — huge cut-outs of new heroes and heroines in provocative poses? Are we not aware of their influence in causing distractions or road accidents? They look ugly. Big hoardings force us to buy things we do not need, desire things we cannot afford and feel depressed as a consequence. So they should only be put up with discretion and restraint.

REPORT WRITING

What is a Report?

A report gives first-hand sequential information of an event, whether pre-planned or unexpected, by an individual.

Objectives

- To inform
- To describe
- To record
- To persuade

Types of Reports

Reports are of different kinds, cater to different sets of readers and have a special purpose. The language and style of a report also depends upon the audience it is aimed for. Reports are of many types:

- A report of an event/function etc. for the school magazine
- A newspaper report
- A survey report

1. A REPORT FOR A SCHOOL MAGAZINE

Format

- A specific title
- Introduction
- Main details
- Conclusion
- Name of the writer, class and section.

Contents

- Date, time and venue of the function/events
- The body of the report contains the details of the function
- Reaction of the audience/comments on the kind of programme
- Message/speech of the Chief Guest
- Name of the Chief Guest
- Prize distribution
- Conclusion

SAMPLE

ANNUAL DAY CELEBRATIONS

Daisydale School celebrated its 15th Annual Day with great gusto and enthusiasm on 20 February, 20xx in the school premises. The day marked the achievements and goals of our school, staff and students which has made the school, what it is today the function began with saraswati vandana which was followed by the school report presented by the principal of the school Mrs Asha Chauhan and medals certificate were awarded to the meritorious students for their academic performance.

Mr. V. K. Bajaj, a renowned scientist of international repute, graced the occasion as the chief guest.

He laid the foundation stone of the new Science Block of the school and inaugurated the function amidst wide applause. Prizes were awarded to the meritorious students. This was followed by 'Saraswati Vandana' and the School Report, which was presented by Asha Chauhan, the School Captain.

The hallmark of the function was a street play 'Aaj ki Aawaz' presented by XI Std students. This short play raised questions on the role of the educators from the young adult's perspective. To assist them in making choices, to empower and enable them to make their decisions and to attain them—this was the job of the educator. The students expressed their fears, anxieties, emotional pressures through song and dance. The play was given a standing ovation by the parents and teachers alike.

The Junior School put up a multi-coloured ballet. By tiny-tots dressed in Chinese, Spanish and African dresses. They won the hearts of the audience. Mr. Bajaj, in his speech, encouraged the young scientific minds to develop scientific temper and expressed concern at the declining interest in sciences as a career option. The function concluded with a vote of thanks extended by our worthy Principal, Mr. K. P. Mehta and singing of the national anthem by all.

Aastha Joshi

XI-A

2 REPORT FOR A NEWSPAPER

A report for a newspaper is more technical and precise than a report for a school magazine. It is formal and the style of writing a newspaper report is also different from a magazine report.

Format

- A meaningful title/a byline is needed
- A reporter's name/staff correspondent or News Agency
- Date of the origin of the report
- Name of the place in capital letters/bold letters

Content

- The first few lines of the report should pack lot of information and answer *what? when? why? who?* kind of questions.
- The report should look like the result of having talked to a cross section of people, e.g., police, hospital authorities, eyewitnesses etc.
- The first few lines should give the date of the happening or event.
- The next paragraphs should give the details of the deliberations, observations made, the facts that emerged and the role of the people involved.
- If the report is about a workshop or a seminar, then the number of participants and the objective of the workshop should be stated in the beginning.
- The final paragraph recounts the suggestions or recommendations made, that may be useful in solving the problem.
- The ending is not the end of the event, it is rather a looking forward, a beginning of problem-solving time.

| SAMPLES | | | |
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| <p>(i) 3-yrs RI for robbing bus co-passenger A city court sentenced an unemployed youth to three years of rigorous imprisonment (RI) on Friday for robbing a 30 – year-old man after befriending him in a BlueLine bus two years ago. Additional Sessions Judge (SJ) Virender Kumar Goyal held Sunil Masih (25), guilty of robbing a wristwatch and other items from the complainant, Anshul Verma and also slapped a fine of Rs 10,000 on him. However, the trial of the other</p> | <p>accused, who is a minor, is going on in the Juvenile Justice Board (JJB). As per the prosecution on August 4, 2005 Verma had boarded the bus route number 505 to his West Kidwai Nagar residence and the accused Masih and the 11-year old minor with their common intention also boarded the same bus. In the bus they offered Verma a packet of intoxicated biscuits and robbed him of two cheques worth Rs 3,000 and Rs 4,000, a wristwatch and his purse which had Rs 450. Verma had deposed and</p> | <p>identified the accused Masih as the man who had robbed his belongings. Later, the police recovered all the articles from his possession. The prosecution produced fifteen witnesses to prove its case.</p> <p>(ii) 2. sewing machine thieves arrested With the arrest of two persons, police claimed to have busted a gang of sewing machine thieves in south district and have solved seven cases of theft. Thirty sewing machines worth Rs 8 lakh have also been recovered from their possession. The duo have been</p> | <p>identified as Abdul Hafiz (35) and Khalid (36). On May 2, the police intercepted a Scorpio car after a tip-off. The driver of the car took out a revolver and targeted the team that chased the Scorpio on motorcycle. He was apprehended near Zakir Nagar and was later identified as Abdul Hafiz. "The accused had disclosed that he was involved in number of robberies in different parts of Delhi and was working for Shaukat Pasha, a criminal of Muradabad in Uttar Pradesh and presently fighting Assembly election from Amroha," said DCP (south), Anil</p> |

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| <p>Shukla.</p> <p>Hafiz further disclosed that for the theft of sewing machine, they used to first enter as a worker in Export Garments factories. The gang used to steal costly machines from the factory and further kept the stolen articles in rented godown of Batla House.</p> <p>"They also changed the make of the machines and used to sell them in open market for profit. On his instance, the police team arrested Khalid from Bada House on May 2," Shukla added.</p> | <p>(iii)</p> <p>Massive tornado flattens Kansas farming town</p> <p>Kansas City, Missouri:</p> <p>A tornado wiped out most of a small farming town in south-western Kansas, killing seven people and injuring at least 63, emergency officials said on Saturday. The funnel cloud hit Greensburg on Friday evening, smashing buildings, overturning vehicles and knocking out communication towers. Aerial television news footage showed ruins throughout the community of about 1,800 people.</p> | <p>Rescue workers were going door to door, helped by National Guard troops. Some residents said on television that emergency sirens had given them about 20 minutes of warning before the driving winds hit the town. "There is still a possibility that we do not have all the people accounted for," said a spokeswoman for the state emergency management agency.</p> <p>"The tornado was "massive", measuring up to 1 mile wide", said Michael Lacy, a forecaster with the National Weather Service in Dodge City,</p> | <p>Kansas. "Winds were as strong as 266 kmph," he said.</p> |
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3. REPORT BASED ON A SURVEY

A Survey Report is based on a survey that has been conducted on a group of people and the findings are given as charts, diagrams etc. These categories are interpreted for deeper analysis. After interpretation, these facts and figures are converted into texts, that form the basis of a Survey Report.

SAMPLE 1

Given below is a survey conducted by Salim Raza, to find out how teenagers spend their free time,

| No. | Nature of Activity | Time spent |
|-----|---------------------------------|------------|
| 1. | Watching sports on TV | 10% |
| 2. | Watching movies, serials on TV | 40% |
| 3. | Playing outdoor games | 5% |
| 4. | Reading | 25% |
| 5. | Talking to friends on telephone | 15% |
| 6. | Hobbies | 5% |

Based on the findings of his survey along with his ideas and conclusions. Salim writes a report on the topic "Teenagers and Their Pursuits"

Teenagers and Their Pursuits

The survey, which was conducted recently, presents a very sad state of affairs. Most of the children are spending the maximum time of their formative years glued to the 'idiot box', watching melodramatic movies or serials, which are by no means beneficial to them. Physical activities appear to take a backseat. Children spend 10% time watching sports on TV, outdoor games are on the decline, may be due to lack of playgrounds, that is why only 5% time is spent on creative pursuits. Even hobbies do not appear to be gaining much favour among the youth, due to the extreme pressure of studies. The only silver lining is the habit of reading books

among the youth, which is popular, though on the decline. Unless the school libraries are well equipped with bestsellers like Harry Potter books etc. and there is positive motivation from the parents' side, the day is not far off when even the habit of reading will become extinct. Talking to friends appears to be the only respite, the children spend 15% of their time for this, amidst the stress and strain of their studies.

Salim Raza

SAMPLE 2

Heart attack deaths down by 50 %

A heart attack is not quite the killer it once was. A worldwide study has found that deaths resulting from heart attacks have drastically reduced—by as much as 50%. The study published in the Journal of American Medical Association (JAMA) is based on observations of 45,000 patients who had suffered heart attacks or deadly blockages in 14 countries between 19xx and 20xx. The reasons for the new, improved state of the human heart are not too hard to fathom. In fact, they can be found right here in Mumbai,

even though India was not included in the study. Doctors insist that when it comes to the heart, Mumbai is among the healthiest—it has high-tech hospitals, modern equipment and the latest medicines. Everything from blood thinners to specific clotbusters are freely available. And Sion Hospital has even acquired the latest cath lab.

Amit Goyal



SAMPLE 3

As a part of the social service group of your school, you visited the Blind School at Pratapganj. Write a short report based on your experience, for your school magazine. You can take help of the clues given below.

- Date, time and mode of departure
- No. of students, teachers and time of arrival. The scene at the Blind School
- Interaction and variety programme presented for them
- Their reaction, problems and the bravery of the blind children in fighting the problems
- Significance of this visit

Ans.

Visit to the Blind School, Pratapganj

I cannot thank my school, my teacher enough for offering me such a unique experience.

I must admit, I was rather unhappy and doubtful about the benefits of visiting a Blind School. What kind of social service we could render to them?

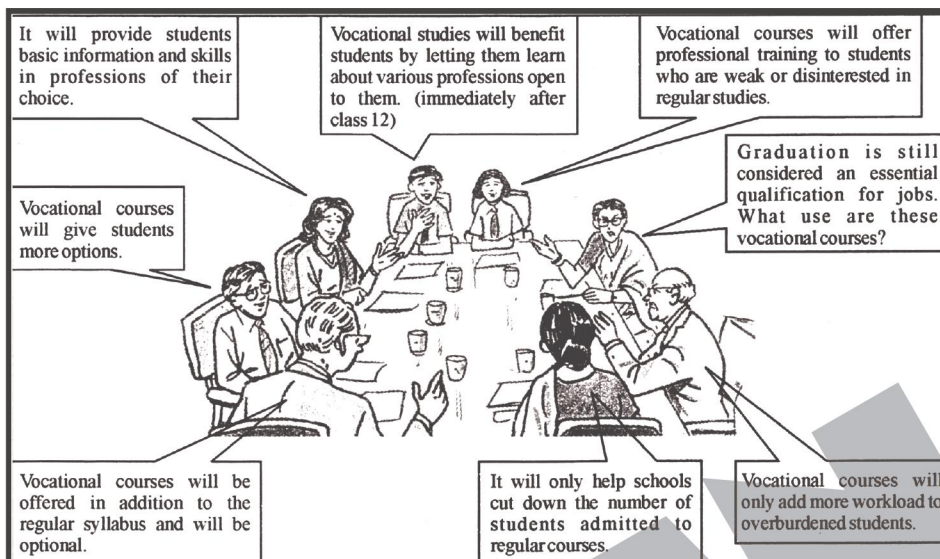
The Blind School at Patparganj was an eyeopener. In an immaculately clean surrounding, eager students (partially blind) welcomed us heartily and showed us around. Classes were divided on the basis of age and the extent of the handicap. Students, having lost one faculty, were extremely sharp in the use of their other senses. They could easily decipher sound, distance and could perform their own duties themselves. They worked wonders with their hands and made amazing baskets, drawings, models. Girls could dance to the music, sing beautifully. What amazed us the most was their cheerful happy attitude towards life. None of them looked depressed, tired or sad. It was a lesson for us all — having been blessed with every faculty we still grumbled! We promised to do all we could for them in the form of books.

Neha Joshi

X, A

SAMPLE 4

At a recent parent-teacher meeting held in your school the topic under discussion was the introduction of Vocational Training Courses in classes X and XI. These were some of the opinions expressed by the teachers and parents. Also present there were three student representatives who expressed their views on the issue.



You were one of the student representatives. Write a report to be read out in the next meeting of the student's parliament, clearly mentioning the difference of opinions between the teachers and parents and the students and what the final resolution was.

A Report on 'Vocational Training Courses in Classes X and XI'

(Manoj Verma XI D)

The recent parent-teacher meeting held on Vocational Training Courses in Classes X and XI led to a forceful expression of opposite views. The Principal informed the parents that vocational courses will be offered in addition to the regular syllabus and will be optional. His announcement led to arguments by parents against the idea. One parent thought that it will help only the school authorities as they will cut down the number of students admitted to regular courses. Another parent argued it will only overburden the students by adding more courses to follow. He was supported by another parent forcefully. She declared that since graduation is the basic qualification needed for any job, vocational courses will be of no use for students.

Teachers supported the Principal by declaring that students will have more options and will provide them basic information and skills in professions of their choice. The three student representatives asserted that vocational studies will be beneficial as they will learn about professions they have to choose after passing Class XII.

The final resolution passed at the end of the meeting was that the experiment can be tried and a final assessment made after the end of the academic year.

Important Notes

ALLEN